

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET
E-Mail: BC_County_Board@co.brown.wi.us
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

**Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that
the following meetings will be held**

**THE WEEK OF
June 13 – June 17, 2016**

MONDAY, JUNE 13, 2016

- | | | |
|-----------|---------------------------------------|---|
| *10:15 am | Transportation Coordinating Committee | GB Metro Transportation Center
901 University Avenue |
| *4:30 pm | Neville Public Museum Governing Board | 2 nd Floor, Edge of the Inland Sea Exhibit
Neville Museum
210 Museum Place |

TUESDAY, JUNE 14, 2016

(No Meetings)

WEDNESDAY, JUNE 15, 2016

- | | | |
|-----------|---|--|
| *3:30 pm | Professional Football Stadium District | Cellcom Room, Resch Center
1901 S. Oneida Street |
| *6:45 pm | Education & Recreation Committee – <i>Special Meeting</i> | Room 210, City Hall
100 N. Jefferson Street |
| *6:45 pm | Planning, Development & Transportation Committee – <i>Special Meeting</i> | Room 207, City Hall
100 N. Jefferson Street |
| * 7:00 pm | Brown County Board of Supervisors | Legislative Room 203, City Hall
100 N. Jefferson Street |

THURSDAY, JUNE 16, 2016

- | | | |
|----------|--------------------------------------|--|
| *5:15 pm | Library Board – <i>Note Location</i> | Wrightstown Branch Library
615 Main Street, Wrightstown |
|----------|--------------------------------------|--|

FRIDAY, JUNE 17, 2016

(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

AGENDA
BROWN COUNTY TRANSPORTATION COORDINATING COMMITTEE

Monday, June 13, 2016

**Green Bay Metro Transportation Center
901 University Avenue
Green Bay, Wisconsin**

New Meeting Time: 10:15 a.m.

ROLL CALL

Diana Brown (Curative Connections) _____
Vinny Caldara (MV Transportation) _____
Corrie Campbell (BC Board of Supervisors) _____
Brandon Cooper (Oneida Nation) _____
Mallory Cornelius (ASPIRO) _____
Pat Finder-Stone (Citizen Member) _____
Patty Kiewiz (Green Bay Metro) _____
Greg Maloney (Lakeland Care District) _____
Linda Mamrosh (Citizen Member) _____
Barbara Natelle (Syble Hopp School) _____

Sandy Popp (Options for Independent Living) _____
Cole Runge (BC Planning Commission/Green Bay MPO) _____
Mary Schlautman (ADRC of Brown County) _____
Julie Tetzlaff (Cerebral Palsy Inc.) _____
Lisa Van Donsel (ADRC of Brown County Board) _____
Derek Weyer (Wisconsin DOT NE Region) _____
Tina Whetung (Curative Connections Trans. Program) _____
Genny Willemon (BC Human Services) _____
John Withbroe (Green Bay Transit Commission) _____
Vacant (BC Executive Department) _____

ORDER OF BUSINESS

1. Introduction of Transportation Coordinating Committee (TCC) Citizen Member Linda Mamrosh.
2. Approval of the December 7, 2015, TCC meeting minutes.
3. Selection of a Section 5310 Program Project Review Subcommittee for the Calendar Year (CY) 2017 application cycle.
4. Discussion regarding the status of establishing a Specialized Transportation Mobility Manager in Brown County.
5. Round robin discussion about specialized transportation services in Brown County.
6. Other matters.
7. Adjourn.

ANY PERSON WISHING TO ATTEND WHO, BECAUSE OF A DISABILITY, REQUIRES SPECIAL ACCOMMODATIONS SHOULD CONTACT THE BROWN COUNTY PLANNING COMMISSION OFFICE AT (920) 448-6480 BY 3:00 P.M. ON THE THURSDAY BEFORE THE MEETING SO THAT ARRANGEMENTS CAN BE MADE.

NEVILLE PUBLIC MUSEUM
OF BROWN COUNTY



BRIDGING COMMUNITIES, CONNECTING GENERATIONS
NEVILLEPUBLICMUSEUM.ORG

NEVILLE PUBLIC MUSEUM GOVERNING BOARD

AGENDA

June 13, 2016

4:30 p.m.

**Neville Public Museum
Edge of the Inland Sea Exhibit
2nd floor**

- I. Call meeting to order
- II. Approve/modify agenda
- III. Museum Directors Report
- IV. Deputy Director Report
 - a. Temporary exhibit logistics
- V. Such other matters as authorized by law
- VI. Adjournment

Kevin Kuehn, Chair

Please contact Beth Lemke at 448-7848 if you cannot attend this meeting

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

**GREEN BAY/BROWN COUNTY
PROFESSIONAL FOOTBALL STADIUM DISTRICT
AGENDA**

**WEDNESDAY, JUNE 15, 2016
3:30 P.M.**

**1901 SOUTH ONEIDA STREET - RESCH CENTER - CELLCOM ROOM
PARK ACROSS THE STREET IN LOT BY HUDSON CENTER
ENTER RESCH CENTER LOBBY - LOOK FOR SIGNAGE**

1. Call the Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. Approve/Modify Agenda
5. Request for Approval of the Minutes – April 27, 2016
6. Tour of Shopko Hall and Veterans Memorial Arena
7. Funding Requests:
 - Brown County Fairgrounds
 - Green Bay Botanical Garden
8. At the option of the Board, convene into closed session pursuant to Section 19.85(1)(e) of the Wisconsin Statutes for purposes of deliberating or negotiating the purchasing of public properties, investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, to-wit; negotiation strategy regarding possible support of the above projects through the District Special Events and Economic Development Fund.
9. Return to Open Session
10. Consideration of Action, If Any, Regarding Closed Session Discussion
11. Special Events & Economic Development Fund Update:
 - A. Detail of Special Events and Economic Development Fund
 - B. Fund Analysis – Summary of Strategic Objectives, Benchmarks and Guidelines
 - C. Discuss Pending Grant Payments
 - D. Release of Pending Funds to Brown County and Meyer Theatre
 - E. Future Special Events
12. Communications:
 - A. Email RE: Ashwaubenon Pool Awarded 2017 Swimming Sectional
 - B. Packers' News Release - Shareholders' Meeting
 - C. Lambeau Field Latest to Get DHS Designation
 - D. Late Communications (if any)
13. April 2016 Financial Report
14. Director's Report
15. Other Matters Authorized by Law
16. Motion to Adjourn

*Any person wishing to attend who, because of a disability, requires special accommodations should contact
Diane Roskom at (920) 965-6997 so arrangements can be made.*

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EDUCATION & RECREATION COMMITTEE

Corrie Campbell, Staush Gruszynski
Tom Katers, Kathy Lefebvre, John Van Dyck

SPECIAL EDUCATION & RECREATION COMMITTEE

Wednesday, June 15, 2016

6:45 p.m.

Room 210, City Hall

100 N. Jefferson Street, Green Bay

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION
ON ANY ITEMS LISTED ON THE AGENDA**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.

Comments from the Public

Park Management

1. Resolution re: Addition of Security Officer for the Parks Department. *Resolution to be distributed prior to the meeting.*

Other

2. Such other matters as authorized by law.
3. Adjourn.

John Van Dyck, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda.

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PLAN, DEV. & TRANS. COMMITTEE

Bernie Erickson, Chair
Dave Kaster, Vice Chair
Dave Landwehr, Norbert Dantine, Tom Sieber

SPECIAL PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE

Wednesday, June 15, 2016

6:45 p.m.

Room 207, City Hall

100 N. Jefferson Street, Green Bay

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON
ANY ITEMS LISTED ON THE AGENDA**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.

Comments from the Public

Port & Resource Recovery

1. Bid Recommendation and Approval for Project 2056 – Residential Waste Drop-off Site at Transfer Station. *Motion at May PD&T: To hold to find out more information.*

Other

2. Such other matters as authorized by law.
3. Adjourn.

Bernie Erickson, Chair

Attachments

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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PATRICK W. MOYNIHAN JR., CHAIR

THOMAS J. LUND, VICE CHAIR

PUBLIC NOTICE OF MEETING

Pursuant to Section 19.85 and 59.094, Wis. Stats., notice is hereby given to the public that the regular meeting of the **BROWN COUNTY BOARD OF SUPERVISORS** will be held on **Wednesday, June 15, 2016 at 7:00 p.m.**, in the Legislative Room 203, 100 North Jefferson St., Green Bay, Wisconsin.

NOTICE IS HEREBY GIVEN THAT THE COUNTY BOARD MAY TAKE ACTION ON ANY ITEM ON THE AGENDA

The following matters will be considered:

Call to Order.

Invocation.

Pledge of Allegiance to the Flag.

Opening Roll Call.

**** Presentation ****

Commendation Honoring Thomas M. Katers

1. **Adoption of Agenda.**
2. **Comments from the Public:**
 - a. Must be limited to items not on the agenda.
 - b. State name and address for the record.
 - c. Comments will be limited to five minutes.
 - d. The Board's role is to listen and not discuss comments nor take action on those comments at this meeting.
3. **Approval of Minutes of May 18, 2016.**
4. **Announcements of Supervisors.**
5. **Communications: (None)**

6. **Appointments:**
County Executive:
a. Appointment of Lawrence Frank to the Children with Disabilities Education Board.

7. **Reports by:**
a. County Executive.
b. County Board Chair.

8. **Other Reports:** (None)

9. **Standing Committee Reports:**

a. **Report of Administration Committee of June 1, 2016:**

1. Communication from Supervisor Schadewald re: the status of and reinstatement of the Facility Master Plan Subcommittee. *No action taken.*
2. County Clerk - Budget Status Financial Report for April 2016. Receive and place on file.
3. Corporation Counsel - Monthly Reports. *No action taken.*
4. Child Support - Budget Status Financial Report for April 2016. Receive and place on file.
5. Child Support - Director's Report for April/May 2016. Receive and place on file
6. Human Resources - Budget Status Financial Report for April 2016. Receive and place on file.
7. Human Resources - Turnover Report for April. Receive and place on file
8. Human Resources - 2016 Vacancies Report. Receive and place on file
9. Human Resources - Position Approval List. Receive and place on file
10. Human Resources - Resolution re: Reclassification of the Senior Payroll & Benefits Specialist Position in the Human Resources Table of Organization. To approve. See Resolutions and Ordinances.
11. Human Resources - Resolution re: Authorizing the Use of General Fund for Employee Wage Adjustments. To approve. See Resolutions and Ordinances.
12. Human Resources - Human Resources Reports for May 2016. Receive and place on file.
13. Dept. of Admin - Budget Status Financial Report for April 2016. Receive and place on file.
14. Dept. of Admin - Departmental Opening Summary. Receive and place on file.
15. Dept. of Admin - Budget Adjustment Log. To approve.
16. Dept. of Admin - Director's Reports for May 2016. Receive and place on file.
17. Treasurer - Budget Status Financial Report for April 2016. Receive and place on file.
18. Treasurer - Discussion – Treasurer's Office Personnel Updates:
 - a. Retirement of Account Clerk II effective 06-03-2016. *No action taken.*
19. Technology Services - Budget Status Financial Report for April 2016. Receive and place on file.
20. Technology Services - Resolution re: Reclassification of the Service Desk Specialist Position in the Technology Services Table of Organization. To approve. See Resolutions and Ordinances.
21. Technology Services - Monthly Report for June 2016. Receive and place on file.

b. **Report of Education & Recreation Committee of June 7, 2016:**

1. Review Minutes of:
 - a. Library Board (April 21, 2016). Receive and place on file.
 - b. Neville Public Museum Governing Board (May 16, 2016). Receive and place on file.
2. Communication from Supervisor Schadewald re: This letter is my request for consideration of either temporary and/or permanent artwork to be displayed outside of the Veteran's Memorial Arena. My hope is that local artists can submit appropriate artwork for consideration to display. Hold until the July meeting.
3. Golf Course - Budget Status Financial Reports for April 2016. Receive and place on file.
4. Golf Course - Superintendent's Report. Receive and place on file.
5. Museum - Budget Status Financial Report for April 2016. Receive and place on file.
6. Museum - Director's Report. Receive and place on file.
7. Park Mgmt. - Budget Status Financial Report for April 2016. Receive and place on file.

8. Park Mgmt. - Discussion re: Increase of fees for special event camping at the Fairgrounds (i.e. Packer Game Day parking/camping). To refer back to staff to prepare a resolution and a financial impact of changing the camping fees to \$60 per day for electric and water sites.
9. Park Mgmt. - Discussion re: parking on CTH MM. Receive and place on file.
10. Park Mgmt. - Discussion re: alcohol ban in Fonferek's Glen. To instruct staff to staff to develop and ordinance for an alcohol and smoking barn in Fonferek Glen.
11. Park Mgmt. - Update re: parking, safety and use at Fonferek's Glen. To direct staff to come up with a cost and develop a resolution to request funding for additional staffing.
12. Park Mgmt. - Attendance and Field Staff Reports for April. Receive and place on file.
13. Park Mgmt. - Assistant Director's Report. Receive and place on file.
14. NEW Zoo - Budget Status Financial Reports for April 2016. Receive and place on file.
15. NEW Zoo - Director's Report and ZOO Monthly Activity Reports. Receive and place on file.
16. Library - Budget Status Financial Report for April 2016. Receive and place on file.
17. Library - Discussion and Possible action regarding the PD&T approved resolution to access 425 funds for Central Library Restroom Renovations. To approve the resolution to access \$250,000 from the 425 Funds for the Central Library restroom renovations and to return the remaining balance. See Resolutions and Ordinances.
18. Library - Director's Report. Receive and place on file.
19. Resch Centre/Arena/Shopko Hall - Complex Attendance for the Brown County Veterans Memorial Complex for April and May 2016. Receive and place on file.

bi. Report of Special Education & Recreation Committee of June 15, 2016:

1. Resolution re: Addition of Security Officer for the Parks Department. *Motion pending Special Ed & Rec meeting of June 15, 2016.*

c. Report of Executive Committee of June 6, 2016:

1. Review Minutes of:
 - a. LEAN Steering Committee (April 7, 2016). Receive and place on file.
2. Legal Bills - Review and Possible Action on Legal Bills to be paid. To pay the bills with the exception to the bills related to von Briesen and Roper requesting further explanation as to what the payments were for.
3. Referral of bills from May County Board under "Corporation Counsel" to Executive Committee for explanation to the County Board. To approve the bids held.
4. Communication from Supervisor Kaster re: Review the new Medical Examiner/Forensic Pathologist Department operation and relationship with funeral homes – include input from funeral homes. *Referred from May County Board. To hold for one month.*
5. Communication from Supervisor Erickson re: That staff look at including the purchase of a drone in the 2017 budget to be collectively used by Planning, Public Works, Airport, Zoning, Parks, NEW Zoo and any other county departments that may have a need for these types of video or pictures. *Held for one month. Receive and place on file.*
6. Communication from Supervisor Lund: I would ask the Executive Committee to review the process of resignations and separation of department heads and how this is communicated to the County Board; ~~in particular with regard to the resignation of Corporation Counsel with possible closed session. See Items 20a, 20b & 20c. Referred from May County Board - Revised 6/3/16.~~ To work in concert with Administration to develop a policy in regard to Supervisor Lund's communication.
- 6a. Communication from Supervisor Erickson re: Discussion and possible action requiring department heads to keep County Board Resolution binder along with internal policy binder to ensure county board policies are followed, and present them yearly to Administration to ensure compliance. To refer to the July meeting.
7. Resolution Authorizing use of General Fund for Employee Wage Adjustments. To approve. See Resolutions and Ordinances.
8. Resolution re: Reclassification of the Service Desk Specialist Position in the Technology Services Table or Organization. To approve. See Resolutions and Ordinances.
9. Resolution re: Reclassification of the Senior Payroll & Benefits Specialist Position in the Human Resources Table or Organization. To approve. See Resolutions and Ordinances.

10. Brown County Financial Statement Results – Levy Funded Departments as of April 2016.
11. Human Resources Report.
 - a. Turnover Report for April 2016. Receive and place on file.
 - b. 2016 Vacancies Report. Receive and place on file.
 - c. Position Approval List. To approve.
12. County Executive Report.
 - a. Budget Status Financial Report for April 2016. Receive and place on file.
13. Internal Auditor Report.
 - a. Board of Supervisors Budget Status Financial Report – April 2016 (Unaudited). Receive and place on file.
 - b. Monthly Status Update: May 1 – May 31, 2016. Receive and place on file.
14. Treasurer - ACTION - Final Review and approval of sale of tax deed property from previous month:
 Parcel # Municipality: Address: (May) Price Set at:
 R-8-1 Town of Rockland Old Martin Road \$ 220
To approve the sale of Parcel R-8-1 to Ron & Carol Vandewalle for \$220.
15. Treasurer - Discussion/Action regarding previous owner (Javier Inca) request to purchase back the following Parcels per BC Ordinance 3.06 (5)(c):
 Parcel 1-20-1 1070 Roscoe St.
 Parcel 14-997 1130 Stuart St.
 Parcel 6-469 901 Irvington St.
 (c) Preference to Former Owner. The County Board shall, at its option, provide that in the sale of tax deeded lands, the former owner who lost his title through delinquent tax collection enforcement procedure, or his heirs, may be given such preference in the right to purchase such lands as determined by the County Board. Such sales shall be exempt from any or all provisions of Section 75.69 Wisconsin Statutes. This paragraph shall not apply to tax deeded lands which have been improved or dedicated to a public use by such municipality subsequent to its acquisition.
 9/9/2014 Updated August 2014 3(5). To deny Mr. Javier Inca's request for purchase.
16. Treasurer - Discussion/Action - Evaluation of a City of Green Bay Redevelopment Authority offer to purchase Brown County owned parcels located in the City of Green Bay. To approve.
 Parcels for consideration:

GB Properties		Brown Cty	Est. 2016	BC owed	BC owed	BC owed	Municipal
PARCEL	PARCEL ADDRESS	General TIP	Prop Tax	Title Fees	Class 3 \$\$	GAL \$\$	PRICE \$
7-740	1132 Harvey St.	4,820.48	-	50.00	98.00	5.00	4,973.48
7-738	1142 Harvey St.	3,346.07	-	50.00	98.00	5.00	3,499.07
19-423	1724 Eastman Ave.	2,953.34	-	50.00	98.00	5.00	3,106.34
7-328	909 Smith St.	1,877.39	-	50.00	98.00	5.00	2,030.39
7-411	1361-1363 Smith St.	11,542.77	-	50.00	98.00	5.00	11,695.77
1-20-1	1070 Roscoe St	2,463.70	466.00	50.00	113.00	5.00	3,097.70
14-997	1130 Stuart St	9,348.30	1,767.15	50.00	113.00	5.00	11,283.45
18-31	821 Shea Av.	1,538.62	291.00	50.00	113.00	5.00	1,997.62

18-49	Gallagher Av	288.84	55.00	50.00	113.00	5.00	511.84
18-50	Gallagher Av	288.84	55.00	50.00	113.00	5.00	511.84
18-51	Gallagher Av	288.84	55.00	50.00	113.00	5.00	511.84
18-52	Gallagher Av	288.84	55.00	50.00	113.00	5.00	511.84
19-141-A	435 Newhall St	5,849.18	1,288.00	50.00	113.00	5.00	7,305.18
19-273	235 Newhall St	10,069.61	1,904.00	50.00	113.00	5.00	12,141.61
20-64	1151 Reber St	1,454.31	275.00	50.00	113.00	5.00	1,897.31
20-162	1019 Berner St	19,010.81	1,456.00	50.00	113.00	5.00	20,634.81
3-12	1064 Shawano Av	5,437.83	402.00	50.00	113.00	5.00	6,007.83
3-1175-R	223 S Buchanan St	8,178.73	1,542.00	50.00	113.00	5.00	9,888.73
5-330	1004 Dousman St	8,050.40	1,522.00	50.00	113.00	5.00	9,740.40
6-469	901 Irvington St	6,140.88	828.00	50.00	113.00	5.00	7,136.88
8-279	313 St George St	2,079.09	393.00	50.00	113.00	5.00	2,640.09
	TOTALS	105,316.87	12,354.15	1,050.00	2,298.00	105.00	121,124.02

17. Treasurer - Optional closed session (if Executive Committee desires) agenda item to discuss any issues involving bargaining the potential sale of the above listed parcels (as provided by WI Statute 19.85). 19.85(1)(e) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. *No closed session held.*
18. Treasurer's Office Personnel Updates - Retirement of Account Clerk II effective 6-3-16. *No action.*
19. Closed Session: Deliberation, non-evidentiary discussion and possible action on the Appeal of the Independent Hearing Officer's Decision in Re the matter of the Grievances of Robert Welsing, Jr. & Anthony Elfe_ dated May 12, 2016, as filed by said Grievants per § 4.92 of the Brown County Code of Ordinances. Pursuant to Wis. Stat., § 19.85(1)(a), any meeting of a governmental body may be convened in closed session for purposes of deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body. And, pursuant to Wis. Stat., § 19.85(1)(b), any meeting of a governmental body may be convened in closed session for

purposes of considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal action on any such matter. Enter into closed session.

20. Reconvene in Open Session: Discussion and possible action on the Appeal of the Independent Hearing Officer's Decision in Re the matter of the Grievances of Robert Welsing, Jr. & Anthony Elfe dated May 12, 2016, as filed by said Grievants per § 4.92 of the Brown County Code of Ordinances.
 - i. To approve the decision upholding Mr. Elfe's Termination.
 - ii. To approve the decision upholding Mr. Welsing's Termination.
 - iii. That all the testimony is sent and lawyers briefs and the IHO's discussion and that discussion take place at their July County Board meeting so everyone had sufficient time to read, with the stipulation that if any timelines were going to be missed that they hold this at the June meeting. Motion Carried 5 to 2.
- 20a. ~~Open Session: Discussion and possible action regarding convening in closed session to discuss the resignation of the Corporation Counsel and specific personnel matter reviewed within the Corporation Counsel Department.~~
- 20b. ~~Closed Session: Discussion regarding the resignation of the corporation counsel and specific personnel matter reviewed within the Corporation Counsel Department. Pursuant to Wis. Stat., § 19.85(1)(c), any meeting of a governmental body may be convened in closed session for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. And, per Wis. Stat., § 19.85(1)(f), any meeting of a governmental body may be convened closed session for purposes of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.~~
- 20c. ~~Reconvene in Open Session: Discussion and possible action regarding resignation of the corporation counsel and specific personnel matter reviewed within the Corporation Counsel Department.~~

d. Report of Human Services Committee of May 25, 2016:

1. Review Minutes of:
 - a. Board of Health (March 8, 2016).
 - b. Children with Disabilities Education Board (May 10, 2016).
 - c. Human Services Board (May 12, 2016).
 - d. Veterans' Recognition Subcommittee (April 19, 2016).
 - i. To suspend the rules and take Items 1 a, b, c & d together.
 - ii. To approve Items 1 a, b, c & d.
2. Communication from Supervisor Zima (for Steve Deslauriers) re: I am requesting the Human Services Committee review why wind turbine complaints are not handled by the Health Dept. as other health complaint. To hold Item until the next meeting.
3. Communication from Supervisor Zima (for James Vanden Boogart): re: I am requesting that the attached document and the full report referenced therein be examined and discussed by the Human Service Committee and the Board of Supervisors and they take action to both officially dismiss Chua Xiong's decision regarding Shirley Wind and discuss possible actions to be taken to resolve the adverse health conditions at Shirley Wind, including consulting with an appropriate qualified environmental attorney to explore possible legal solutions. To hold Item until the next meeting on June 29, 2016.
4. Health Dept. - Budget Adjustment Request (16-39): Any increase in expenses with an offsetting increase in revenue. To approve.
5. Health Dept. - Budget Adjustment Request (16-40): Any increase in expenses with an offsetting increase in revenue. To approve.

6. Health Dept. - Budget Adjustment Request (16-41): Any increase in expenses with an offsetting increase in revenue. To approve.
7. Syble Hopp School 2017 Budget. To approve.
8. Human Services Dept. - Examine scheduling issues Community Treatment Center – *standing item. No action taken.*
9. Human Services Dept. - Executive Director's Report. Receive and place on file.
10. Human Services Dept. - Financial Report for Community Treatment Center and Community Programs. Receive and place on file.
11. Human Services Dept. - Statistical Reports.
 - a. CTC Staff – Double Shifts Worked. Receive and place on file.
 - b. Monthly CTC Data – Bay Haven Crisis Diversion/Nicolet Psychiatric Hospital. Receive and place on file.
 - c. Monthly Inpatient Data – Bellin Psychiatric Center. Receive and place on file.
 - d. Child Protection – Child Abuse/Neglect Report. Receive and place on file.
 - e. Monthly Contract Update. Receive and place on file.
12. Human Services Dept. - Request for New Non-Continuous Vendor. To approve.
13. Human Services Dept. - Request for New Vendor Contract. To approve.

e) Report of Planning, Development and Transportation Committee of May 23, 2016:

1. Review minutes of:
 - a. Harbor Commission (February 15, 2016).
 - b. Planning Commission Board of Directors–Transportation Subcommittee (March 7, 2016)
 - c. Rural Specialized Transportation Needs Study Advisory Committee (April 21, 2016).
 - i. To suspend the rules and take Items 1 a-c together.
 - ii. To receive and place on file Items 1 a-c.
2. Communication from Supervisor Schadewald re: the status of and reinstatement of the Facility Master Plan Subcommittee. To refer to County Board Chairman Moynihan to reinstate the Facility Master Plan Subcommittee.
3. Communication from Supervisor Dantine re: Have the Highway Committee review the work weeks, overtime pay and holiday pay for Highway Department employees. *Referred from May County Board.*
 - i. To bring this back next month and have a representative from HR and Director Fontecchio give a presentation on the work rules of the Highway Shop and have HR give a presentation on Chapter 4 and to find out what they could do within Chapter 4, what they can do within work rules at the Highway Shop. No second, no vote taken.
 - ii. To have Director Fontecchio report back next month and have a representative from Human Resources present.
4. Presentation and discussion re: Drones. To refer to Public Works Director Fontecchio to organize a subcommittee/talk with other Department Heads and report back when complete.
5. Port & Resource Recovery - 2016 Federal Policy Positions. To approve.
6. Port & Resource Recovery - Bid Recommendation and Approval for Project 2056 – Residential Waste Drop-off Site at Transfer Station.
 - i. To approve the award to Blue Sky Contractors, LLC for \$66,345. No vote taken.
 - ii. To hold for one month to get information to see if this is feasible and won't affect insurance rates.
7. Port & Resource Recovery - Budget Adjustment Request (16-37): Any allocation from a department's fund balance. To hold for one month.
8. Port & Resource Recovery - Director's Report. Receive and place on file.
9. UW-Ext. - Director's Report. *No action taken.*
10. Internal Auditor - Review of Preliminary Asphalt Plant Analysis. *Item held for one month.*
11. Public Works - Referred from May Ed & Rec: Refer the speed study review to look at potentially reducing the speed on Dutchman Road to 45 miles per hour. To have Director Fontecchio add additional signage he deems necessary and report back in 90 days.
12. Public Works - Discussion re: installing "No Engine Braking" signs on Hwy G in the vicinity of the intersection with Scray Hill Road. *Held for one month.* Receive and place on file.

13. Public Works - Discussion and possible action with Library Director Brian Simons re: 425 Fund. To take Item 13 with 19a. See action at 19a.
14. Public Works - Summary of Operations. Receive and place on file.
15. Public Works - Director's Report. Receive and place on file.
16. Public Works - 6-Year (2017-2022) Highway & Bridge Capital Improvement Plan (CIP) Summary. To approve.
17. Open Session: Discussion and possible action regarding the placement of Parcel D-212-2 for sale (8.5 acres of Brown County Highway Department land on Scray Hill Road located in the Town of Ledgeview). Enter into closed session.
18. Closed Session: Discussion and possible action regarding the placement of Parcel D-212 for sale (8.5 acres of Brown County Highway Department land on Scray Hill Road located in the Town of Ledgeview). Pursuant to Wis. Stat. § 19.85(1)(e), any meeting of a governmental body may be convened in closed session for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. *No action taken.*
19. Reconvene in Open Session: Discussion and possible action regarding the placement of Parcel D-212-2 for sale (8.5 acres of Brown County Highway Department land on Scray Hill Road located in the Town of Ledgeview). To allow Public Works Director Paul Fontecchio to seek outside legal counsel re: Parcel D-212-2.
- 19a. Resolution to Authorize the Use of Bonded and Levied Funds from Library Renovation. To approve 19a, the resolution authorizing the use of bonded and levied funds for library renovations. See Resolutions and Ordinances.
20. Airport - Budget Status Financial Report for April 2016. To suspend the rules and take Items 20 – 25 together.
- 20a. Register of Deeds - Budget Status Financial Report for April 2016. *See action at Item 25.*
21. Planning Commission - Update regarding development of the Brown County Farm property – standing item. *See action at Item 25.*
22. Planning Commission - Budget Status Financial Report for April 2016 (unaudited). *See Item 25.*
23. Property Listing - Budget Status Financial Report for April 2016 (unaudited). *See action at Item 25.*
24. Zoning - Budget Status Financial Report for April 2016 (unaudited). *See action at Item 25.*
25. Audit of bills. To receive and place on file 20 – 25.

ei) Report of Special Planning, Development and Transportation Committee of June 15, 2016:

1. Bid Recommendation and Approval for Project 2056 – Residential Waste Drop-off Site at Transfer Station. *Motion at May PD&T: To hold to find out more information. Action pending Special PD&T meeting June 15, 2016.*

eii) Report of Land Conservation Subcommittee of May 23, 2016:

1. Departmental Openings Summary. Receive and place on file.
2. Budget Status Report for April 2016. Receive and place on file.
3. Director's Report:
 - a. Manure Irrigation Workgroup Update. Receive and place on file.
 - b. Karst Area Issues – Groundwater. Receive and place on file.
 - c. WDNR Fisheries Award – Presented May 26, 2016. Receive and place on file.

f) Report of Public Safety Committee of June 1, 2016:

1. Review Minutes of:
 - a. Local Emergency Planning Committee – LEPC (March 8, 2016 & May 10, 2016).
 - b. Public Safety Communications Advisory Board (January 27, 2016).
 - i. Suspend the rules and take Items 1 a & b together.
 - ii. Receive and place on file Items 1 a & b.
2. Emergency Mgmt. - Budget Status Financial Reports for April 2016. Receive and place on file.
3. Emergency Mgmt. - Discussion and possible action re: Request by the Town of Morrison for assistance in procuring a tornado siren. *Referred back to Public Safety.*

- i. To refer to Administration to have a resolution drafted and have Emergency Management provide specific figures. *Motion withdrawn.*
 - ii. To refer to staff to come back with the most effective way to reach the communities in case of a weather alert.
- 1. Public Safety Communications - Budget Status Financial Reports for April 2016. Receive and place on file.
- 2. Public Safety Communications - Director's Report. Receive and place on file.
- 3. District Attorney - Discussion re: Request Judge Atkinson to review a court order seizure of a vehicle when there is a conviction of OWI/DWI and revoked license. *Held for one month for review by the District Attorney's office.* To direct staff to draft a resolution for the State to revert back to original language to allow judges to order seizure of vehicle in OWI cases.
- 4. District Attorney's Report. Receive and place on file.
- 5. Medical Examiner - Update and discussion re: autopsies and the Medical Examiner's Office. Receive and place on file.
- 6. Clerk of Courts - Request for representation from the Clerk of Courts and Courts to attend each meeting monthly to provide monthly updates including various reports as requested by this committee. *Standing Item.*
 - a. Clerk of Courts - Budget Status Financial Report for April 2016. Receive and place on file.
- 7. Sheriff Budget Status Financial Report for April 2016. Receive and place on file.
- 8. Sheriff - Budget Adjustment Request (#16-42): Any increase in expenses with an offsetting increase in revenue: Increase overtime and fringe benefits to reflect participation in the Speed Enforcement grant from Wis. DOT BOTS Office. To approve.
- 9. Sheriff - Budget Adjustment Request (#16-43): Any increase in expenses with an offsetting increase in revenue: Increase overtime and fringe benefits to reflect participation in a state Crisis Intervention Training grant passed through from Winnebago County. To approve.
- 10. Sheriff - Request from Education & Recreation Committee to hire a full time deputy to service Fonferek Glen on a seasonal basis. To have the Sheriff's Department and Park Department come back to the next regularly scheduled meeting to give a report as to what the Sheriff's Department and Parks Department have been doing, including patrolling the park and issuing citations.
- 11. Sheriff's Report. Receive and place on file.
- 12. Circuit Court, Commissioners, Probate - Budget Status Financial Reports for April 2016. Receive and place on file.
- 13. Audit of bills. To pay the bills.

10. Resolutions & Ordinances:

Budget Adjustments Requiring County Board Approval

- a. Resolution Approving Budget Adjustments to Various Department Budgets.

Administration and Executive Committee

- b. Resolution Authorizing use of General Fund for Employee Wage Adjustments. Motion at Admin: To approve; Motion at Exec: To approve.
- c. Resolution re: Reclassification of the Service Desk Specialist Position in the Technology Services Table or Organization. Motion at Admin: TO approve; Motion at Exec: To approve.
- d. Resolution re: Reclassification of the Senior Payroll & Benefits Specialist Position in the Human Resources Table or Organization. Motion at Admin: To approve; Motion at Exec: To approve.

Special Education and Recreation Committee

- e. Resolution re: Addition of Security Officer for the Park's Department. *Motion pending Special Ed & Rec meeting of June 15, 2016.*

Planning, Development & Transportation Committee

- f. Resolution to Authorize the Use of Bonded and Levied Funds from Library Renovation. Motion at PD&T: To approve 19a, the resolution authorizing the use of bonded and levied funds for library renovations.

11. Closed Sessions:

Executive Committee

- a. Treasurer - Optional closed session (if Executive Committee desires) agenda item to discuss any issues involving bargaining the potential sale of the above (Under Item 9c) listed parcels (as provided by WI Statute 19.85). 19.85(1)(e) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
- b. Closed Session: Deliberation, non-evidentiary discussion and possible action on the Appeal of the Independent Hearing Officer's Decision in Re the matter of the Grievances of Robert Welsing, Jr. & Anthony Elfe dated May 12, 2016, as filed by said Grievants per § 4.92 of the Brown County Code of Ordinances. Pursuant to Wis. Stat., § 19.85(1)(a), any meeting of a governmental body may be convened in closed session for purposes of deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body. And, pursuant to Wis. Stat., § 19.85(1)(b), any meeting of a governmental body may be convened in closed session for purposes of considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal action on any such matter.
- c. Reconvene in Open Session: Discussion and possible action on the Appeal of the Independent Hearing Officer's Decision in Re the matter of the Grievances of Robert Welsing, Jr. & Anthony Elfe dated May 12, 2016, as filed by said Grievants per § 4.92 of the Brown County Code of Ordinances.
- d. Open Session: Discussion and possible action regarding convening in closed session to discuss the resignation of the Corporation Counsel and specific personnel matter reviewed within the Corporation Counsel Department.
- e. Closed Session: Discussion regarding the resignation of the corporation counsel and specific personnel matter reviewed within the Corporation Counsel Department. Pursuant to Wis. Stat., § 19.85(1)(c), any meeting of a governmental body may be convened in closed session for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. And, per Wis. Stat., § 19.85(1)(f), any meeting of a governmental body may be convened closed session for purposes of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.
- f. Reconvene in Open Session: Discussion and possible action regarding resignation of the corporation counsel and specific personnel matter reviewed within the Corporation Counsel Department.

Planning, Development & Transportation Committee

- g. Open Session: Discussion and possible action regarding the placement of Parcel D-212-2 for sale (8.5 acres of Brown County Highway Department land on Scray Hill Road located in the Town of Ledgeview).
- h. Closed Session: Discussion and possible action regarding the placement of Parcel D-212 for sale (8.5 acres of Brown County Highway Department land on Scray Hill Road located in the Town of Ledgeview). Pursuant to Wis. Stat. § 19.85(1)(e), any meeting of a governmental body may be convened in closed session for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

- i. Reconvene in Open Session: Discussion and possible action regarding the placement of Parcel D-212-2 for sale (8.5 acres of Brown County Highway Department land on Scray Hill Road located in the Town of Ledgeview).

12. Such other matter as authorized by law.

13. Bills over \$5,000 for period ending May 31, 2016.

14. Closing Roll Call.

15. Adjournment to Wednesday, July 20, 2016 at 7:00 p.m., Legislative Room 203, 100 N. Jefferson Street, Green Bay, Wisconsin

Submitted by:

A handwritten signature in dark ink, appearing to read "Patrick Moynihan, Jr.", with a stylized flourish at the end.

Patrick W. Moynihan, Jr.
Board Chairman

Notice is hereby given that action by the County Board of Supervisors may be taken on any of the items which are described or listed in this agenda. The County Board of Supervisors may go into Closed Session: Pursuant to Wis. Stats. § 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.



BROWN COUNTY LIBRARY
515 PINE STREET GREEN BAY, WI 54301-5194

PHONE (920) 448-5810
FAX (920) 448-4364

BRIAN M. SIMONS
EXECUTIVE DIRECTOR

Simons_BM@co.brown.wi.us
www.browncountylibrary.org

"Connecting people, ideas, and community."

BROWN COUNTY LIBRARY BOARD

NOTE LOCATION: Wrightstown Branch Library

615 Main Street, Wrightstown

Thursday, June 16, 2016

5:15 p.m.

AGENDA

1. Call to Order
2. Approve Agenda and Minutes
3. Communications and Open Forum for the Public
4. Library Business
 - a. Financial Manager's Report, Bills and Donations
5. Facilities Report
 - a. Resolution to Authorize the Use of Bonded Funds for Library Renovation: Public Restrooms
6. Discussion and Possible Action Regarding HGA Facilities Master Plan
7. President's Report
8. Library Director's Report

CLOSED SESSION

9. Open Session: Discussion and possible motion to convene in closed session
10. Closed session pursuant to Wis. Stat. § 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – staff compensation and performance evaluation of director
11. Reconvene in Open Session: Approve any action that may have been recommended in Closed Session
12. Old Business

13. Such Other Matters as are Authorized by Law

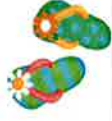
14. Adjournment

Notice is hereby given that action by the Library Board may be taken on any of the items which are described or listed in this agenda.

Any person wishing to attend the Library Board Meeting who, because of a disability requires special accommodations, should contact the Brown County Library at 448-4400 at least one working day in advance of the meeting so that arrangements can be made.

A handwritten signature in dark ink, appearing to read "Michael W. Aubinger". The signature is fluid and cursive, with the first name "Michael" and last name "Aubinger" clearly legible.

Michael Aubinger
Library Board President



JUNE 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Public Safety 11:00 am Admin Cmte 6:15 pm	2	3	4
5	6 Executive Cmte 5:30 p.m.	7 Ed & Rec 5:30 pm @ Central Library	8	9 CJCB 8:00 am	10	11
12	13	14	15 Special Ed & Rec 6:45 Special PD&T 6:45 Board of Supervisors 7:00 pm	16	17	18
19 ★HAPPY FATHERS ★DAY★	20	21 Veterans Recognition Subcmte 4:30 pm	22	23	24	25
26	27 Land Con 6:00 PD&T 6:15	28	29 Human Services 5:30 <i>*Note date change</i>	30		

BROWN COUNTY COMMITTEE MINUTES

- NWTC Board of Trustees (May 11, 2016)
- Planning Commission Board of Directors (April 6, 2016)
- Revolving Loan Fund Committee (November 19, 2014)

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

Northeast Wisconsin Technical College District

Board of Trustees Meeting
Minutes

May 11, 2016
12:55 p.m.

NWTC-Green Bay Campus
Executive Dining Room, SC128
2740 West Mason Street, Green Bay, Wisconsin

The Board Chairperson called the May 11, 2016 NWTC Board of Trustees meeting to order and requested that roll call be taken at this time. The Chair will also read the NWTC Mission Statement.

PRESENT: Laurie Davidson, Cathy Dworak, Phyllis Habeck, Carla Hedtke, Dave Mayer, Jeff Rickaby, Kim Schanock, Ben Villarruel, Gerald Worrick

Also Present: Jeff Rafn, Mary Jo Tilot, Layla Merrifield, Linda Hartford, Karen Smits, Sandy Ryczkowski, Bob Mathews, Chet Lamers, Chris Dahlke, Lori Suddick, Anne Kamps, Mark Weber, Casey Fryda, Karl Reischl, Gina Van Egeren, Mike Vander Heiden, Brooke Holbrook, Crystal Harrison, Erica Plaza, Robin DeWitt Krouth

WTCS Boards Association Update

Layla Merrifield, WTCS Boards Association Executive Director, provided an update to the Board on Association initiative and activities.

- Layla updated the Board on her activities and visits to all of the technical colleges in the state, the State Board, and the Legislative items that occurred during the past year.

Open Forum, Introduction of Guests, and Acknowledgements

The Chairperson asked for the introduction of any guests present at this time and invited public comment. No one came forward at this time.

Student Senate

No report was given at this time.

Executive Session

Laurie Davidson moved that the Board go into Executive Session in accordance with State Statute 19.85(1) (c) (e) to discuss the following items: 1) Educational Support Specialists (ESS) Total Base Wage; 2) Negotiation of Potential Purchase of Properties; and 3) President's Performance Evaluation, Contract, and Compensation (1:15 p.m.).

Motion seconded by Dave Mayer.

Motion carried, with all voting "Aye" on roll call.

Carla Hedtke moved to return to the regular order of business (2:23 p.m.).

Motion seconded by Phyllis Habeck.

Motion carried, with all voting "Aye" on roll call.

Ben Villarruel left the meeting at this time (2:23 p.m.).

Action Items (Roll Call Vote)

Bills

Bills Covering the Period of April 1-30, 2016 \$1,287,760.19

Detailed copies of the current disbursements for fiscal year 2016 for the month of April were forwarded to the Board Treasurer for review and recommendation to the Board for payment. Additional listings of the bills were available in the District Office for review by any interested person. Board Exhibit 1 was a copy of the certified 3rd quarter Capital Expenditures report for items over \$50,000.

Laurie Davidson moved that Board approval be given for the April 2016 bills as presented and the certified 3rd quarter Capital Expenditures report for items over \$50,000.

Motion seconded by Jeff Rickaby.

Motion carried, with all voting "Aye" on roll call.

Dave Mayer was out of room and did not vote on this item.

Purchase of Property

Cathy Dworak moved that the Board approve the acquisition of parcel 6H-1744-1, at 800 Packerland Dr., adjacent to the Green Bay Campus of Northeast Wisconsin Technical College as currently owned by E&P Properties as discussed in Executive Session.

Motion seconded by Jeff Rickaby.

Motion carried, with all voting "Aye" on roll call.

Laurie Davidson left the meeting at this time (2:25 p.m.).

Facilities Remodeling and Expansion Resolutions - 2015 Referendum -- Land Acquisition

Northeast Wisconsin Technical College (NWTC) recently received referendum approval for the purpose of paying the cost of capital expenditures for projects which are included in the NWTC Master Facilities Plan. State Statutes require that the NWTC District Board of Trustees obtain approval from the Wisconsin Technical College System (WTCS) Board for facilities projects. To obtain approval, the NWTC District Board of Trustees is required to submit two (2) resolutions. The first resolution is to proceed with conceptual review for which is seeking approval for the planning and development of the project (this step is complete as of the Wisconsin Technical College System (WTCS) Board at the May 2015 meeting. The second resolution (requested resolution at this time) requests approval for the construction or acquisition of each individual project requiring approval.

Staff requested that the NWTC District Board of Trustees authorize NWTC staff to submit final review documents to the Wisconsin Technical College System (WTCS) Board for the Land Acquisition at the NWTC Green Bay Campus.

Cathy Dworak moved that the Board approve the following resolutions.

Motion seconded by Jeff Rickaby.

Motion carried, with all voting "Aye" on roll call.

Resolution approving the project:

"BE IT RESOLVED, that the Northeast Wisconsin Technical College Board approves the acquisition of parcel 6H-1744-1, at 800 Packerland Dr., adjacent to the Green Bay Campus of Northeast Wisconsin Technical College as currently owned by E&P Properties"

Resolution Requesting State Board approval of the project:

"BE IT RESOLVED, that the Northeast Wisconsin Technical College Board requests approval by the WTCS Board for the acquisition of parcel 6H-1744-1, at 800 Packerland Dr., adjacent to the Green Bay Campus of Northeast Wisconsin Technical College as currently owned by E&P Properties"

Major Gift Recognition – Proposed Donor Names for Facility Naming

The NWTC Educational Foundation raised \$130,000 to support student scholarships. Per the Major Gift Recognition Policy, it was recommended that the following naming opportunities be approved: Schneider Demonstration Lab (\$100,000) located in the Transportation Center and Robert E. Callender Classroom (\$30,000) located in the Transportation Center.

Jeff Rickaby moved that the Board approve the following naming opportunities: Schneider Demonstration Lab (\$100,000) located in the Transportation Center and Robert E. Callender Classroom (\$30,000) located in the Transportation Center.

Motion seconded by Phyllis Habeck.

Motion carried, with all voting "Aye" on roll call.

Educational Support Specialists (ESS) Total Base Wage

Jeff Rickaby moved that the Board approve an increase to the total base wage to be effective for fiscal year 2017 for the Educational Support Specialists as discussed in Executive Session.

Motion seconded by Phyllis Habeck.

Motion carried, with all voting "Aye" on roll call.

President's Contract & Compensation

Jeff Rickaby moved that the Board approve the President's compensation, benefits, and contract as discussed in Executive Session to be effective July 1, 2016 with the addition of five (5) additional vacation days.

Motion seconded by Cathy Dworak.

- Invite Bob Burns, Attorney, to attend a summer Board meeting to discuss Board responsibilities with regard to personnel discussions in closed session.

Motion carried, with all voting “Aye” on roll call.

Consent Agenda Items:

Minutes

The minutes of the April 13, 2016 Board meeting were sent to Board members prior to the May 11, 2016 Board meeting. It was recommended that Board approval be given for the April 13, 2016 Board meeting minutes as presented.

Culinary Arts Program Approval

As a graduate of the Culinary Arts technical diploma program, students will be prepared for entry-level “back of the house” employment in a wide range of commercial food preparation facilities (such as restaurants, hotels, cafeterias, health facilities, entertainment complexes etc.) - students learn principles of food service sanitation/safety, basic utensil skills, cooking methods, ingredient identification, baking fundamentals as well as vegetable, starch and meat cookery with knowledge of menu planning/development, food cost and purchasing/supply chain principles. Graduates possess a working knowledge culinary vocabulary, the ability to work as members of a team and the confidence to operate in a variety of fast-paced environments. The course includes National Restaurant Association Certifications as well as the CESIM Hospitality Simulation. Credits from this technical diploma may be applied toward the Business Management-Hotel & Restaurant Emphasis Associate degree. Credits from this technical diploma may be applied toward the Business Management: Hotel/Restaurant Emphasis Associate Degree. The program is expected to begin in January 2017.

It was recommended that the Board approve the Culinary Arts Technical Diploma and authorize its submission to the WTCS State Board for approval.

Farm Production-Agronomy Program Approval

The Farm Production-Agronomy associate degree is designed to provide advanced skills in the development of farm cropping plans for dairy operations. Students may already be working on farms and wishing to advance or need to develop a deeper understanding of modern dairy cropping systems. These individuals will gain knowledge of soil characteristics, variety selection, forage quality, harvest schedules, weed management, equipment maintenance and operations, effective communications with employees and management, and multilayer analysis of information to identify yield limiting aspects of the production system. The farm team annual production goals and feed expectations will be developed and modified as weather or livestock needs change. The program is expected to begin in fall 2017.

It was recommended that the Board approve the Farm Production-Agronomy associate degree and authorize its submission to the WTCS State Board for approval.

Dairy Science Technical Diploma Program Approval

The Dairy Science technical diploma provides the skills necessary for the successful implementation of a farm’s dairy management standard operating procedures. Individuals with this degree could be responsible for the farms care of calves, maternity pens, herd check, vaccine administration, breeding, milk parlor supervision, dairy record maintenance, and basic facility upkeep. Working in a team environment across multiple shifts will require proficient

written and verbal communications skills. Animal husbandry and cattle handling skills will be critical for the individual's success in this position. The program is expected to begin in fall 2017.

It was recommended that the Board approve the Dairy Science Technical Diploma and authorize its submission to the WTCS State Board for approval.

Agronomy Program Technical Diploma Approval

The Agronomy technical diploma provides the skills critical in the implementation of a farm's cropping program. With emphasis on dairy farm cropping systems, these individuals will be responsible for overseeing the implementation of manure management practices, weed control, pest management, forage harvest, tillage, grain harvesting and feed storage. The optimization of yield and quality for feed production and the sustainable balance of nutrient management and environmental compliance are critical to a farm. Operation and maintenance of various implements of husbandry utilized on the farm along with integration of aspects of precision agriculture technology are key skills taught to assure optimum utilization of farm resources under variable cropping and weather conditions. The program is expected to begin in fall 2017.

It was recommended that the Board approve the Agronomy Technical Diploma and authorize its submission to the WTCS State Board for approval.

Farm Production-Dairy Science Associate Degree Program Approval

The Farm Production-Dairy Science associate degree is designed to provide advanced training in dairy management principles. Students may already be working on a dairy farm and seek more in depth management skills or need to develop overall dairy management expertise. These individuals would have practical management skills with dairy nutrition, animal health, milk quality, reproduction, record management, livestock facilities, animal welfare and dairy business principles. Communications will be critical in working with a feeder, veterinarian, inventory management and the milking team. Due to the diverse resource management required to be successful, these individuals will need to have a broad understanding of all aspects of the dairy and the interrelations with the production herd. The program is expected to begin in fall 2017.

It was recommended that the Board approve the Farm Production-Dairy Science associate degree and authorize its submission to the WTCS State Board for approval.

Center for Business & Industry (Contracts for Service)

Under the provisions of State Statutes 38.14 (3) and State Administrative Code WTCS 8, the District Board may enter into contracts to provide instructional or non-instructional services to public institutions, local governmental bodies, private institutions, industries, and businesses. District Board policy E240 delegates the authority to initiate a contract to the President, with the proviso that the contract is subject to retroactive approval by the Board. A report of fiscal year 2016 contracts pending Board approval was attached as Board Exhibit 2.

This report includes not only the in-district contracts but also the out-of-district and the out-of-state contracts. State Board Contract for Service Policy requires that the District Board receive a report at least quarterly on contracts entered into for which less than full cost is being charged. We have elected to provide the Board with this report on a monthly basis. This report uses a state formula in which the state annually calculates a percentage for indirect expenses (31.75% for on-campus and 25.327% for off-campus) such as administration, facilities, utilities, information systems, registration, counselors, insurance, etc., associated with a contract to determine full costs. The hourly rate of \$167.00 per hour along with the ability to project price was recommended by the department and approved by the Board. The intent is to recover the direct and indirect costs of delivering the services. Copies of the contracts were available for review by any interested person.

It was recommended that the Board approve the contracts for services identified in Board Exhibit 2.

Dave Mayer moved to approve the consent agenda items as follows: the minutes of the April 13, 2016 Board meeting; approval of the Culinary Arts technical diploma, Farm Production-Agronomy associate degree, Dairy Science technical diploma, Agronomy technical diploma, and the Farm Production-Dairy Science associate degree programs and authorize their submission to the WTCS State Board for approval; and, the contracts for services identified in Board Exhibit 2.

Motion seconded by Cathy Dworak.

Motion carried, with all voting “Aye” on voice vote.

Reports

Board EduByte -- Dual Credit

Brooke Holbrook, Manager, K12 Relations, provided an update on Dual Credit for the Board.

Key Performance Outcomes

The end of 3rd quarter Key Performance Outcomes Status Report for academic year 2016 was included with the Board packet as Board Exhibit 3 for review by the Board. Included with the quarterly report was the FY 2016 Operational and Capital Contingency Account Status Reports, the Board Professional Development Account Status Report, the FY 2016 & Prior Year Capital Budget Status Report for items with a total cost of \$50,000 and greater.

President’s Report

Enrollment Activity –

- Enrollment – report was provided in the President’s Performance PowerPoint,

Legislative Issues (state & federal) –

- Nothing to report at this time.

Current Events –

- Thanked Kim Schanock for attending the Liberty Grove Open House and information gathering session on the possibility of creating a Center up in that area. There were about 70 people participating. Over 200 surveys were filled out by Liberty Grove residents requesting what they would like to see introduced in the Center.
- Auto Show held on Campus this year was great and extremely well attended.

Referendum Update

Defer to next meeting.

Public Hearing

FY 2017 Budget Public Hearing

Carla Hedtke moved that the Board adjourn the regular session for the purpose of conducting a Public Hearing on the FY 2017 Budget for the Northeast Wisconsin Technical College (4:00 p.m.).

Motion seconded by Jeff Rickaby.

Motion carried, with all voting "Aye" on roll call.

Jeff Rickaby moved that the Board return to the regular order of business to take action on the FY 2017 Budget (4:07 p.m.).

Motion seconded by Dave Mayer

Motion carried, with all voting "Aye" on voice vote.

FY 2017 Budget

Jeff Rickaby moved that the Board approve the FY 2017 Budget as presented in the budget document and summarized in Board Exhibit 4.

Motion seconded by Carla Hedtke.

Motion carried, with all voting "Aye" on roll call.

Other Business & Adjournment

Board members and administration will have an opportunity to identify items that weren't identified prior to the preparation of the agenda for referral to administration or placed on a future board agenda.

Review Next Month Agenda Items

The June 8, 2016 meeting will be held at the NWTC-Green Bay Campus with the following items scheduled:
Policy Discussion – Dream Report (High Impact Practices)

Adjournment

Dave Mayer moved that the May 11, 2016 Board meeting be adjourned (4:15 p.m.).

Motion seconded by Cathy Dworak.

Motion carried, with all voting "Aye" on roll call.


Phyllis J. Habeck, Board Secretary

June 8, 2016

Draft Minutes
BROWN COUNTY PLANNING COMMISSION
BOARD OF DIRECTORS
Wednesday, April 6, 2016
Green Bay Metro Transportation Center
901 University Avenue, Commission Room
Green Bay, WI 54302
6:30 p.m.

ROLL CALL:

Paul Blindauer	<u>X</u>	Mark Handeland	<u>Exc</u>	Debbie Schumacher	<u>X</u>
James Botz	<u>X</u>	Matthew Harris	<u>X</u>	Ray Tauscher	<u>X</u>
Brian Brock	<u>X</u>	Frederick Heitl	<u>X</u>	Jason Ward	<u>X</u>
William Clancy	<u>X</u>	Phil Hilgenberg	<u>Exc</u>	Dave Wiese	<u>X</u>
Norbert Dantinne, Jr.	<u>X</u>	Kathleen Janssen	<u>X</u>	Reed Woodward	<u>Exc</u>
Bernie Erickson	<u>X</u>	Dotty Juengst	<u>X</u>	City of Green Bay (Vacant)	
Kim Flom	<u>X</u>	Patty Kiewiz	<u>Exc</u>	City of Green Bay (Vacant)	
Steve Gander	<u>X</u>	Michael Malcheski	<u>X</u>	Br. Co. Board-DePere (Vacant)	
Adam Gauthier	<u>X</u>	Gary Pahl	<u>Exc</u>		
Steve Grenier	<u>Exc</u>	Terry Schaeuble	<u>Exc</u>		

OTHERS PRESENT: Chuck Lamine, Cole Runge, Lisa Conard, Peter Schleinz, Kathy Meyer, Andrew Sarnow, Kim Schanock and Jeremy Wildenberg from the Green Bay Area Public School District

1. Approval of the minutes of the February 3, 2016, regular meeting of the Brown County Planning Commission Board of Directors.

A motion was made by J. Botz and seconded by M. Harris to approve the corrected minutes of the February 3, 2016, regular meeting of the Brown County Planning Commission Board of Directors. Motion carried.

2. Receive and place on file the draft minutes of the March 7, 2016 meeting of the Brown County Planning Commission (BCPC) Transportation Subcommittee.

A motion was made by D. Juengst and seconded by D. Wiese to receive and place on file the draft minutes of the March 7, 2016 meeting of the BCPC Transportation Subcommittee. Motion carried.

3. Discussion and action regarding the Brown County Planning Commission Transportation Subcommittee recommendation for approval of four Transportation Alternatives Program (TAP) applications.

L. Conard provided an overview of the Transportation Alternatives Program (TAP) applications and process via PowerPoint.

- Federal Program managed by the WisDOT
- Provides funding for on and off-road facilities for pedestrians & bicyclists, Safe Routes to School activities & others
- Green Bay MPO receives its own allocation
- A local match of 20% is required
- BCPC BOD assigns funds to specific projects


L. Conard provided an overview of the six urbanized area project applications that were received. The applications are summarized below.

Project Applicant	Project	WisDOT Determination
Green Bay Area Public Schools	Safe Routes to School Plan Preble Quadrant K-8 schools: 9 TAP request: \$72,000	Eligible
Green Bay Area Public Schools	Safe Routes to School Plan West Quadrant K-8 schools: 8 TAP request: \$64,000	Eligible
Green Bay Area Public Schools	Safe Routes to School Plan East Quadrant K-8 schools: 7 TAP request: \$56,000	Eligible
Green Bay Area Public Schools	Safe Routes to School Plan Southwest Quadrant K-8 schools: 7 TAP request: \$56,000	Eligible
Town of Ledgeview	Multi-Use Trail & Bike/Pedestrian Bridge on north side Ledgeview Road from Winding Waters Way to Creamery Rd Project includes design & construction Project is 0.4 miles in length TAP request: \$364,000	Not Eligible
Village of Hobart	Multi-Use Paths & Bike/Ped Bridge N Pine Tree - Sunbeam to Trout Creek & Trout Creek - Hidden to Riverdale Project includes design & construction Project segments equal 1.95 miles TAP request: \$674,000	Not Eligible

L. Conard noted that the two trail projects deemed not eligible by WisDOT Northeast Region staff were ineligible in part due to commencement issues.

L. Conard noted that the school district identified eligible K-8 schools not already included in a SRTS plan and placed them into four distinct groupings (Preble Quad, West Quad, East Quad, and Southwest Quad). The number of K-8 schools within each quad varies, as does the TAP dollar request for each quad.

Green Bay Area Public Schools - K-8 SRTS Plans

Preble Quad (1 of 4)		West Quad (2 of 4) 	
Edison	Martin	Franklin	Elmore
Early Learning	Baird	Beaumont	Chappell
Eisenhower	Wequiock	Fort Howard	Lincoln
McAuliffe	Danz	Jefferson	Jackson
Red Smith			

East Quad (3 of 4)		Southwest Quad (4 of 4)	
Washington	Nicolet	Lombardi	King
Leonardo da Vinci	Howe	Early Learning	Keller
Aldo Leopold	Wilder	MacArthur	Tank
Sullivan		Kennedy	

L. Conard stated that staff presented the Green Bay Area Public School applications to the Transportation Subcommittee. The Transportation Subcommittee made a recommendation to the BCPC Board of Directors for approval of the four Transportation Alternatives Program (TAP) applications submitted by the Green Bay Public School District.

L. Conard noted that there were three representatives from the Green Bay Public School District in the audience.

Discussion occurred regarding the local contribution, the RFP and the role of a consultant, safe routes to schools program details, timelines and grouping of schools into quad plans.

A motion was made by A. Gauthier and seconded by B. Erickson to suspend the rules. Motion carried.

A. Gauthier, representing Bellevue, noted that McAuliffe school has an issue with the crossing at CTH JJ and indicated that this has been an area of concern and asked the representative for the Green Bay Area Public Schools for comment.

Jeremy Wildenberg, Transportation Manager for the Green Bay Area Public Schools added that as part of the consultation process, the school district has already gathered preliminary data from school principals regarding "trouble spots". The consultation process does involve public input, surveys conducted with parents and key stakeholders. Everyone in the community will have an opportunity to voice their concerns and be part of this process.

A motion was made by B. Erickson and seconded by A. Gauthier to return to regular order of business. Motion carried.

A motion was made by P. Blindauer and seconded by K. Flom to approve the four Transportation Alternatives Program (TAP) applications with a request to WisDOT that the projects be programmed for calendar year 2017 if possible. Motion carried.

4. Discussion and action regarding proposed National Highway System (NHS) routes for the Green Bay Urbanized Area.

C. Runge summarized the proposed National Highway System (NHS) routes in the Green Bay Urbanized Area as outlined in the staff report. The Wisconsin Department of Transportation (WisDOT) is in the process of updating the National Highway System (NHS) route map.

C. Runge indicated that there are five subsystems of roadways that include: Interstate Highways, Other Principal Arterial Roadways, Strategic Highway Network Roadways, Major Strategic Highway Network Connector Roadways, and Intermodal Connector Roadways. The NHS routes that are being proposed by WisDOT for our area are the interstates, other principal arterials, and intermodal connector roadways.

C. Runge stated that staff asked the BCPC Transportation Subcommittee to review the proposed NHS routes and submit comments. The Transportation Subcommittee recommended that two additional routes be added to the NHS: 1) South Huron Road between STH 54/57 and US 141 and 2) The Southern Arterial. Staff consulted federal transportation regulations and spoke with the Federal Highway Administration (FHWA) regarding these recommendations. Staff found that South Huron Road could not be added at this time because it is currently not a component of any of the five roadway subsystems, and staff was told by FHWA that the Southern Arterial needs to be constructed before it can be added to the NHS.

Staff is recommending that the BCPC Board of Directors approve WisDOT's NHS route map as proposed.

Discussion occurred concerning South Huron Road.

A motion was made by B. Erickson and seconded by A. Gauthier to approve the proposed National Highway System (NHS) routes for the Green Bay Urbanized Area. Motion carried.

5. Summary of 2015 Annual Report for the Wisconsin Department of Natural Resources related to the Brown County Municipal Storm Water System (MS4) Permit.

P. Schleinz provided an overview of the Annual Report of Brown County on the MS4 Permit. Over the last couple of years, staff worked with the DNR to work on an on-line animated mapping system. This on-line system replaces the three-ring binder. Staff will now be submitting only 10 pages with an additional 70 pages of supplemental information. The majority of the information is now conveyed on the on-line mapping system.

P. Schleinz provided a demonstration of the on-line animated mapping system.

P. Schleinz stated the next phase is to take all of the mapping requirements and convert into a series of layers on the on-line mapping system.

Discussion occurred concerning run-offs, watersheds, and outfalls.

A motion was made by D. Juengst and seconded by S. Gander to receive and place on file the 2015 Annual Report for the Wisconsin Department of Natural Resources related to the Brown County Municipal Storm Water System (MS4) Permit. Motion carried.

6. Director's Report

C. Lamine noted that Peter's presentation is just one example of what the Planning and Land Services Department is doing with the Geographic Information System (GIS) to improve efficiency and access to land information.

C. Lamine stated the Planning and Land Services Department will have a request in this year's budget for a replacement of our outdated AS/400 based computer system where all of our land records are held.

C. Lamine stated that we just finished the 2015 year wrap-up of the budget, and as a whole the Planning and Land Services Department was \$78,000 to the good.

C. Lamine stated that Dan Teaters from the department received some nice publicity in the newspaper and local TV station on the bike and pedestrian plan for the county. Another example of what the department is doing with the GIS. C. Lamine noted that there was an on-line survey that was available where individuals could click on locations within the county where they thought there was a shortcoming or need for improvement in terms of bike and pedestrian facilities. Received good response, 350 people responded to the survey and 250 location points were identified that were liked or needed some improvement. As staff continue to work on developing the plan, they will use the feedback when they meet with the individual communities as a starting point for discussion.

C. Lamine stated that we filled the vacant administrative secretary position and noted that the survey crew chief position is still vacant.

C. Lamine noted that Gary Pahl, who has served on the Planning Commission previously, will replace Lanny Tibaldo. Gary is from the Town of Wrightstown. C. Lamine also noted that Dan Robinson decided not to run again for county board and we'll be looking for his replacement. C. Lamine stated he appreciated their service to the planning commission.

C. Lamine stated he attended the American Planning Association National Conference in Arizona. C. Lamine expressed his appreciation to the board for making the training available.

A. Gauthier asked if the board appointments and terms were kept up-to-date. C. Lamine indicated they were current.

A motion was made by W. Clancy and seconded by A. Gauthier to receive and place on file the Directors Report. Motion carried.

7. Brown County Planning Commission staff updates on work activities during the months from January 15th, February and March, 2016.

Brown County Planning Commission staff updates on work activities from January 15th, February and March 2016 were reviewed.

8. Other matters.

None.

9. Adjourn.

A motion was made by P. Blindauer and seconded by D. Wiese to adjourn. Motion carried.

The meeting adjourned at 7:20 p.m.

**STAFF REPORT
TO THE
BROWN COUNTY PLANNING COMMISSION
June 1, 2016**

April and May, 2016 Staff Activity Reports

The recent major planning activities of Chuck Lamine, Planning Director:

- Coordinated and attended the April 6 Brown County Planning Commission Board of Directors meeting.
- Attended the April 19 and May 18 Brown County Board meetings.
- Attended two Economic Development Committee Department Head meetings with County Executive.
- Facilitated staff meetings with Planning Division and PALS Manager Staff.
- Completed initial review for a Brown County Economic Development Revolving Loan Fund loan for a business in the Village of Hobart.
- Facilitated an environmental review for a potential Brown County land acquisition.
- Prepared follow up information as a result of the Wisconsin Department of Administration monitoring visit for the CDBG-Economic Development Grant program and facilitated Grant Close-Out Reporting for Marquis Yachts, LLC grant.
- Attended April 25 Planning, Development and Transportation Committee meeting.
- Met with County Executive and various county representatives regarding potential improvements and development of the Brown County Research and Business Park.
- Prepared for and participated in an EIS Lead Agencies meeting with WisDOT staff, Brown County Public Works Department staff and the County Principal Transportation Planner.
- Completed Environmental Review Records for several CDBG-ED Grants.
- Attended a software vendor demonstration day for software replacement of the antiquated AS 400 Land Records and Taxation system.
- Conducted and completed recruitment interviews for the Survey Crew Chief recruitment process.
- Attended the National American Planning Association Conference in Phoenix, AZ.
- Attended the Advance Municipal Issues Committee meeting April 7.
- Participated in several meetings coordinating the Capital Improvements Plan submittal and Project Charter for the replacement of the 30 year old Brown County AS 400 based Land Records and Tax Records System with management staff of the Planning and Land Services, Technical Services, Administration Departments and the County Treasurer's office.
- Met with staff of the City of De Pere and Brown County Revolving Loan Fund program attorney regarding a loan application.
- Met with David Stauffacher of the Wisconsin Small Business Development Center to discuss cooperative economic development efforts.
- Coordinated a May 26 meeting of the Brown County Economic Development Revolving Loan Fund Committee.
- Participated in a conference call with the WisDOT Assistant Deputy Secretary, County Executive and Deputy County Executive, and County Principal Transportation Planner to discuss identifying the Southern Bridge Corridor on Wisconsin's portion of the CUFC.

- Met with a recently elected Brown County Supervisor and the County Principal Transportation Planner to discuss the history and status of the Southern Bridge Project.
- Participated in a meeting with the County Principal Transportation Planner, County Public Works Director, and representatives of NWTC to discuss access from and pedestrian facility improvements along Packerland Drive (County Highway EB) in response to campus projects next to and near the street.

The recent major planning activities of Cole Runge, Principal Transportation Planner:

- Developed a briefing paper about the importance of including the Southern Bridge Corridor on Wisconsin's portion of the national Critical Urban Freight Corridors (CUFC) system. The CUFC is a component of the National Highway Freight Network that was established by the federal Fixing America's Surface Transportation (FAST) Act. The briefing paper was prepared at the direction of the Brown County Executive.
- Participated in a conference call with the WisDOT Assistant Deputy Secretary, County Executive and Deputy County Executive, and County Planning Director to discuss identifying the Southern Bridge Corridor on Wisconsin's portion of the CUFC.
- Presented a Southern Bridge Project status update at the Brown County Towns Advisory Meeting that is held annually by the Brown County Board's Planning, Development, and Transportation Committee.
- Met with a recently elected Brown County Supervisor and the County Planning Director to discuss the history and status of the Southern Bridge Project.
- Prepared a status update of the Southern Bridge Project for the City of De Pere Common Council at the request of De Pere staff.
- Participated in an EIS Lead Agencies meeting with the County Planning Director and representatives of WisDOT and the County Public Works Department.
- Studied the feasibility of establishing a mid-block pedestrian crossing near the intersection of County Highway GV and Kaftan Way/Berkley Road in the Town of Ledgeview. Also discussed my findings with the Ledgeview Town Engineer and the Interim County Public Works Director. The study was conducted at the request of Ledgeview staff.
- Collected and analyzed bicycle and pedestrian crash data for Brown County between 2010 and 2014 for the Brown County Bicycle and Pedestrian Plan Update.
- Developed a PowerPoint summary of bicycle and pedestrian safety efforts in Brown County for a presentation to an expert panel that was assembled by WisDOT to audit the state's bicycle and pedestrian safety efforts. Also presented the information to the panel and answered questions from panelists. This information was prepared and presented at the request of WisDOT's Bureau of Transportation Safety.
- Reviewed proposed data revisions to the WisDOT traffic model that was used to develop forecasts for the State Highway 32 study at the request of WisDOT. Also participated in a conference call to discuss the proposed data revisions and other project details with WisDOT staff and a consulting firm retained by WisDOT for the study.
- Assisted the Senior Transportation Planner to develop a proposal for the reallocation of Surface Transportation Block Grant (STBG) funds from two STBG-approved projects. Also prepared correspondence to the BCPC Transportation Subcommittee regarding the need to reallocate the STBG funds, scheduled a Transportation Subcommittee meeting, developed the meeting agenda, and staffed the meeting with the Senior Transportation Planner.
- Prepared for and participated in a meeting with the County Planning Director, County Public Works Director, and representatives of NWTC to discuss access from and

pedestrian facility improvements along Packerland Drive (County Highway EB) in response to campus projects next to and near the street.

- Discussed the bike sharing program that the City of Green Bay intends to implement with the city's Community Development Director. Also researched bike sharing programs in communities throughout the United States.
- Prepared for and participated in a conference call with WisDOT staff, representatives of other large MPOs in Wisconsin, and the Senior Transportation Planner regarding the CY 2017 Section 5310 Program's grant application cycle.
- Developed a brief report regarding the BCPC Board of Directors' approval of the area's National Highway System (NHS) routes and sent the report to the Federal Highway Administration (FHWA) and WisDOT.
- Began to develop the MPO's 2017 Transportation Planning Work Program.
- Wrote a letter of support on behalf of MPO staff for a grant application that was being developed by Green Bay Metro.
- Reviewed and commented on the draft Introduction Chapter for the Brown County Bicycle and Pedestrian Plan Update.
- Reviewed and commented on draft Major Amendment #2 to the 2016-2020 Transportation Improvement Program (TIP).
- Reviewed and commented on the Green Bay Metro May Quarterly Route Review.
- Prepared the MPO's report and reimbursement request to WisDOT for the first quarter of 2016. Also prepared a first quarter expense report at the request of the Brown County Administration Department.
- Compiled information about Green Bay Metro at the request of a representative of the Green Bay Area Chamber of Commerce.
- Compiled information about trail recommendations in Brown County and MPO plans at the request of a consultant who is preparing an application for Wisconsin Stewardship Program funds on behalf of the Village of Suamico.
- Participated in a quarterly MPO Directors meeting in Madison.
- Conducted five weekly MPO staff meetings.

The recent major planning activities of Aaron Schuette, Principal Planner:

- Prepared and submitted CDBG-Housing quarterly reporting materials and reimbursement request to WDOA.
- Processed purchase orders for the Northeastern Region CDBG-Housing Program and Brown County RLF-Housing Programs.
- Prepared twelve Environmental Review Records for proposed regional CDBG-Housing projects.
- Prepared a historic review request for a regional CDBG-Housing project.
- Sent out CDBG-Housing or Housing-RLF applications to potential clients as requested.
- Coordinated with WDOA and City of Manitowoc regarding loan reassignments and loan paybacks.
- Updated individual obligation journals for housing rehabilitation loan projects when completed.
- Prepared a waiver request to WDOA for a Brown County Housing Revolving Loan Fund for an emergency loan that exceeded \$15,000 to replace a private on-site wastewater treatment system (POWTS).
- Worked with Brown County administration on the Brown County Housing Revolving Loan Fund annual report.

- Provided information/documentation to Brown County administration regarding selected regional CDBG-Housing projects for annual Brown County single audit.
- Prepared and presented the draft Intergovernmental Cooperation and Implementation Chapters to the Village of Wrightstown Planning Commission for their comprehensive plan update on the evening of April 11.
- Prepared and presented the draft Intergovernmental Cooperation and Implementation Chapters to the Town of Morrison Planning Commission for their comprehensive plan update on the evening of April 14.
- Presented the full draft comprehensive plan to the Village of Wrightstown Planning Commission on the evening of May 9.
- Worked with the Village of Wrightstown staff regarding scheduling the public hearing and notice for the comprehensive plan.
- Prepared and sent out a cover memo to the statutory review agencies for the draft Village of Wrightstown comprehensive plan.
- Presented the full draft comprehensive plan to the Town of Morrison Planning Commission on the evening of May 12.
- Prepared and sent out a cover memo to the statutory review agencies for the draft Town of Morrison comprehensive plan.
- Prepared and mailed out the final adoption memo to the statutory review agencies for the Town of Glenmore Comprehensive Plan.
- Compiled results of the Village of Pulaski Comprehensive Plan visioning session survey and presented the results to the Pulaski Planning Commission on the evening of April 20.
- Prepared the draft Pulaski Comprehensive Plan Issues and Opportunities Chapter and presented it to the Pulaski Planning and Zoning Commission on the evening of April 18.
- Completed first draft section of the Rural Specialized Transportation Study for the Brown County ADRC.
- Prepared a cover memo and presented first draft section of the Rural Specialized Transportation Study to the steering committee on April 21.
- Met with seven separate rural specialized transportation stakeholders regarding issues they experienced for the study.
- Continued to prepare sections of the Rural Specialized Transportation Study, including text, geocoding addresses, GIS analysis, and mapping.
- Gave a presentation at the Brown County ADRC to regional Family Care/ IRIS providers regarding the Rural Specialized Transportation Study on May 23.
- Continue to serve on a RFP committee for Brown County Public Works to evaluate proposals to repair/refurbish the Brown County Courthouse dome.
- Attended training at the Neville Museum regarding employee medical issues on April 8.
- Reviewed the Village of Hobart's Zoning Ordinance and provided input into issues to be addressed.
- Gave a presentation to the Lineville Intermediate School 6th grade class on planning and redevelopment on April 18.
- Attended the Town of Eaton Planning Commission meeting on the evening of April 26 to discuss updates to their tower, signage, and wind turbine ordinances to account for recent state statute changes and court cases.
- Prepared draft updated tower and wind turbine ordinances for the Town of Eaton.
- Prepared a zoning parcel spreadsheet for the Town of Rockland.
- Reconstructed the Village of Denmark Zoning Map.

- Received notice of a \$10,000 grant award from Wisconsin Dept. of Agriculture, Trade and Consumer Protection (DATCP) to offset one-half the cost of preparing the updated Brown County Farmland Preservation Plan/ Agricultural Chapter of the County comprehensive plan.
- Prepared a park/rec/child care/senior care/ school facility 1,000 and 1,500 foot buffer map for the Village of Wrightstown Police Department.
- Assisted the Town of Eaton, Town of Holland, Town of Lawrence, Town of Glenmore, and Village of Pulaski Zoning Administrators with zoning/land division questions.
- Assisted 141 members of the public or local communities with inquiries related to the CDBG-Housing program, local planning, zoning, or land division issues.

The recent major planning activities of Peter Schlein, Senior Planner:

- Began review of 30 new certified survey maps (CSMs). Completed review of 28 CSMs. Signed and filed 19 CSMs.
- Began the review of 8 preliminary plats. Completed review of 6 preliminary plats. Began the review of 4 final plats. Completed review of 4 final plats. Signed and filed 4 final plats.
- Completed the review of 2 City of Green Bay CSMs and 1 City of De Pere CSMs.
- Completed the review of 3 City of Green Bay plats.
- Provided additional planning services, SSA, and ESA related duties, including advice to inquiries related to potential major and minor amendments, identification of violations, and assisting the public regarding allowed and restricted uses within an ESA buffer.
- Completed an environmentally sensitive area (ESA) Plan Correction in the Village of Bellevue for Lot 1 of Van Rite Farms subdivision. The plan correction eliminated wetland ESA due to a fill permit that the property owner obtained from the WDNR.
- Completed an environmentally sensitive area (ESA) Minor Amendment in the Village of Suamico for Lot 9 of the Stone Creek Circle subdivision. The minor amendment identified that a wetland scrape, that appeared to be a pond, was an acceptable activity within an ESA for the purpose of improving water quality.
- Continued to utilize an online format for submitting and filing SSA and ESA amendments with the WDNR – Bureau of Water Quality to expedite the review and approval process, saving time and money for staff and property owners. Using the program is required in order to be eligible for a water quality grant that Brown County applies for annually.
- Continued contact with staff from Brown County Public Works Department regarding the needs for data collection and updates related to the new WPDES MS4 Permit for Brown County that is issued by the WDNR and the upcoming NPDES MS4 Permit that will be issued separately by the EPA.
- Submitted additional follow-up comments to the EPA regarding a DRAFT NPDES Permit. The EPA has been in contact with Brown County over the past three months to help ensure that the permit better fits the needs of a county. Once put in place, the new NPDES Permit will cover portions of the Brown County MS4 that lie within the borders of the Oneida Nation Reservation. The new MS4 permit impacts county highways, Pamperin Park, and potentially the Austin Straubel International Airport.
- Continued to work directly with Jim Bertolacini, WDNR staff from Madison, regarding discrepancies between the WDNR WPDES Permit and the EPA DRAFT NPDES Permit. Brown County staff is coordinating with the two agencies in an attempt to make the two permits as similar as possible in order to reduce costs for Brown County.
- Facilitated Park Advisory Committee meetings on April 26, 2016 and May 24, 2016.
- Attended a community development webinar on May 20, 2016.

- Co-facilitated a Young Professional Focus Group regarding park planning on May 18, 2016.
- Attended an additive use for erosion control webinar on May 18, 2016.
- Worked with WDNR – Bureau of Water Quality to establish grant funding to reimburse staff for water quality related work. The final contract has not yet been signed but verbal conversations referenced that **\$45,115** was set aside for Brown County Planning Commission staff for year 2016.
- Continued development of the DRAFT Brown County Parks and Outdoor Recreation Plan.
- Provided assistance and information to the general public, surveyors, and local units of government regarding various land divisions, potential developments, and general questions pertaining to the subdivision ordinance and general planning concepts via phone conversations and meetings.

The recent major planning activities of Lisa Conard, Senior Transportation Planner:

- Continued work on the current Transportation Alternatives Program (TAP) cycle.
 - Presented PowerPoint to the BCPC Board of Directors on April 6 regarding qualifying project applications and the Transportation Subcommittee's recommendations for funding.
 - Submitted letter to WisDOT regarding the BCPC Board of Directors final project selection of four Safe Routes to School projects submitted by the Green Bay Area Public Schools. Federal funds assigned to the projects total \$192,000.
- Began and published *Draft Mid-Year Update - Amendment #2 for the 2016-2020 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area*. As new federal requirement, all TIPs go through a mid-year truing-up process. The result of this effort will be processed as an amendment to the TIP.
 - Worked with WisDOT and Green Bay Metro staff to identify any qualifying changes for the Mid-Year update, including three new local bridge projects. The projects have recently been assigned federal funds which will significantly offset the costs to local entities.
 - Prepared amendment document.
 - Prepared and issued legal notice, public participation materials, and social media posts.
- Worked with WisDOT, local entities, and the principal planner to create a scenario for the redistribution of 3.1 million dollars of STBG Program (formerly STP-U) funds. The reallocation scenario is designed to maximize the amount of STBG funding available for projects in the current funding cycle and the next funding cycle. The scenario is also consistent with the BCPC Board of Directors' directive to fund/make whole projects funded below the 80% STBG maximum. Presented the scenario to the Transportation Subcommittee. The BCPC Board of Directors will consider the scenario at its June 1 meeting.
- Began writing the draft *Action Plan* component of the *2016 Coordinated Public Transit-Human Services Transportation Plan for Brown County*. The plan is required by the Federal Transportation law FAST-Act and will allow certain federal and state human-service related transportation dollars to be applied for and received by select local agencies.
- Consulted and/or provided information to Metro staff regarding various services, compliance, and/or other issues.

- Attended webinar sponsored by the Federal Highway Administration (FHWA) regarding monitoring performance of the National Highway System (NHS). Both Interstate and Non-Interstate NHS routes will be included in the evaluation. FHWA is close to publishing the final rule and it appears the MPO will be required to develop congestion based performance measures in cooperation with WisDOT and report to FHWA whether or not the system is performing satisfactorily.
- Attended the first Rural Specialized Transportation Study Committee. The study has been commissioned by the Aging and Disabilities Resource Center of Brown County and will be authored by Aaron Schuette, Principal Planner. Recommendations coming from the plan will be key input to the required coordinated public-transit human services transportation plan. Recorded and assisted in writing meeting minutes.
- Participated in the April 13 meeting of the NE WI Regional Access to Transportation Committee. The purpose of the committee is to address issues relating to transportation for low income populations, seniors, and individuals with disabilities. Emphasis is placed on coordination and funding. Had the opportunity to question/discuss the Department of Health Services (DHS) transportation program with an administrator from MTM, the company hired to provide the service. Select Medical Assistance and BadgerCare recipients are eligible to receive the free transportation service to and from medical appointments. The service provided by MTM recently underwent an audit by the Wisconsin Legislative Audit Bureau.
- Attended a demonstration of a new wheelchair and occupant securement system that could be installed on buses. If installed, increased safety, independence for the user, and operational improvements due to load-time reductions could be realized. Green Bay Metro is considering the installation of such a system.
- Participated in the BCPC Transportation Subcommittee meeting on May 16. Recorded and wrote minutes.
- Participated in the Green Bay Transit Commission meeting on April 20 and May 18 and presented the *Green Bay Metro - 2016 Annual Route Review and Analysis Report*.
- Participated in MPO staff and BCPC staff meetings as necessary.

The recent major planning activities of Jeff DuMez, GIS/Land Records Coordinator:

- Began efforts to coordinate a 2017 aerial photo project: Contacting municipalities, utilities, neighboring counties, and other agencies to determine project funding potential & partnerships.
- Attended several meetings regarding the Land Information/Tax Collection System Replacement project; Reviewed RFPs from other counties; Assisted with document review & development.
- Attended PD&T Committee meeting & County Board meeting.
- Attended Computer Aided Dispatch system demonstration.
- Met with staff from Public Safety Communications to review dispatch recommendations & GIS.
- Filed a grant report with the Wisconsin Department of Administration for the Land Information Program Strategic Initiative Grant.
- Produced many large maps showing voting wards, addresses, and other information for various Towns in support of the April election.
- Produced a 911 data refresh for Public Safety Communications.
- Assisted the planners with various projects and maps.
- Created large poster maps showing Brown County streets, fire stations & fire service areas for the Green Bay Metro Fire Department.

- Created maps showing outdoor warning siren coverage for Emergency Management.
- Assisted Zoning & Planning with ESA delineations in the Town of Green Bay.
- Created large map showing 2' contours & aerial photos for the Parks Department.
- Created firewood movement map for signage for the Parks Department.
- Created large aerial map of the Wrightstown Boat Landing for the Parks Department.
- Assisted the County Executive with the Economic Dashboard web site.
- Assisted the Manitowoc Library System with Brown County patron mapping.
- Performed many edits to the GIS database (street additions/vacations, addressing, etc).
- Performed tune-up and maintenance of GIS database & servers.
- Provided GIS data and other services for Capitol Survey, SEH Inc, Vierbicher, Mau & Associates, Edge Consulting Engineers Inc, NEW Water, Wisconsin Public Service, Multimedia Communications & Engineering Inc, Nsight Teleservices, Frontier Geotek Inc, N2 Publishing, Radue Homes, LeJune Law Firm, JSD Professional Services, Coldwell Banker TREG, Indian Trails Condo Association, Ellinton Mutual, Donohue & Associates, iGeolise, New Covenant Contracting, MKEview, CoreLogic, Hilgenberg Realty, Day Property Management, Windsor Solutions Inc, Landform, Brander, GAME Holdings LLC, Tangible LLC, Appraisal South, Duff & Phelps, US Department of Agriculture-Farm Service Agency, Wisconsin Department of Transportation, Wisconsin State Cartographer's Office, Bay-Lake RPC, Republican Party of WI, Diocese of Green Bay, Oneida Tribe of Indians of WI, UWGB, NWTC, Village of Suamico, Village of Bellevue, Town of Eaton, Town of Humboldt, Town of Green Bay, Town of Scott, Town of Lawrence, Town of Pittsfield, Land Conservation, Emergency Management, and others.
- Assisted other people with miscellaneous service, data, and training requests.
- Attended staff meetings as needed.

The recent major planning activities of Dan Teaters, Planner I (GIS/Transportation):

Projects

- 2016 Brown County Bicycle and Pedestrian Plan.
 - Conducted meetings with each Urbanized Area community to discuss the plan update.
 - Presented and discussed public comments that were collected during the public comment period.
 - Discussed the pedestrian network gap identification process and gathered feedback for possible recommendations.
 - Gathered all information about education and encouragement efforts.
 - Met with the Brown County Dept. of Public Works – Highway to discuss public comments along county highways and to gather information that will be used in the plan update.
 - Continued to update the 5 E's section of the plan. Emphasis was placed on building the Evaluation section as well as updating the Engineering, Enforcement, Education, and Encouragement sections with up-to-date standards and language.
 - Completed first draft of the Public Input section.
 - Survey results were tabulated and summarized.
 - A separate map was created for each community using the comments collected from the online public comment map. These comments were presented at each of the meetings with community representatives.
 - Started drafting the Pedestrian Network Gap Analysis section.
 - Created maps for each community to show the pedestrian network gaps.

- Developed recommendations for each gap identified.
- Coordinated with the Human Resources Dept. to complete the hiring of a summer intern who will start on June 1st.
- Assigned addresses as requested.

Meetings

- Attended the Pictometry Demonstration on air photos. 4/14/16
- Attended a one day conference hosted by ECWRPC – How to become a bicycle friendly community. 4/25/16
- Met with Live 54218 staff to discuss a bicycle friendly community's application for the City of Green Bay. 4/21/16
- Attended MPO Staff Meetings Monday mornings
- Planning Department staff meetings. (4/7/16, 4/21/16, 5/5/16, 5/19/16)
- Attended the Wellness Committee meeting on the following dates: 4/6/16, 4/20/16, 5/11/16, 5/25/16.

The recent major planning activities of Todd Mead, Planner I - Housing:

- Prepared and ordered seven (7) interim site inspections for the Northeastern Wisconsin Community Development Block Grant (CDBG) Housing Loan Program.
- Prepared and ordered five (5) housing quality standards (HQS) inspections for CDBG clients.
- Prepared and ordered five (5) final site inspections for CDBG clients.
- Prepared and ordered one (1) lead-based paint assessment test for a CDBG client.
- Prepared and ordered three (3) lead-based paint clearances for CDBG clients.
- Met with five (5) CDBG clients and their contractors to prepare them for their future rehabilitation project.
- Met with one (1) Brown County Revolving Loan Fund (RLF) client and their contractor to prepare them for their future rehabilitation project.
- Opened one (1) new RLF application.
- Opened eighteen (18) new CDBG applications.
- Denied and closed out five (5) CDBG applications.
- Prepared and closed six (6) CDBG Housing Rehabilitation Loans.
- Prepared and closed one (1) RLF Housing Rehabilitation Loan.
- Submitted and corresponded with fifteen (15) bid documents to CDBG applicants for future rehab projects.
- Submitted and corresponded with one (1) bid document to RLF applicant for their future rehab project.
- Prepared, reviewed and finalized one (1) subordination agreement for an existing CDBG client.
- Prepared for and closed on one Door County CDBG down payment home purchased loan.
- Attended monthly Brown County Lead Paint Coalition meetings.
- Attended staff meetings.
- Worked with Pam Daye with Aging Disability Resource Center (ADRC) of Marinette to discuss Marinette County's applications and look to develop additional applicants in need of our NE Wisc Regional CDBG Program.
- Met with two Marinette CDGB clients and contractors to make sure the project stayed on course to finish.

- Continued to work on new and existing applicant files from Northeastern Wisconsin CDBG counties.
- Continued to work on new and existing applicant files from Brown County RLF Program.
- Continued general outreach and marketing efforts for our RLF and CDBG-Housing Loan Programs.
- Worked, prepared and followed up with yearly RLF and CDBG residency letters.

The recent major planning activities of Ker Vang, Planner I (GIS/Transportation):

Daily Work

GIS

- Updated truck routes data for all communities in Brown County.

Green Bay Metro

- Updated Packer Game Day Route-36 map.
- Created a brochure for all the Packers Game Day Routes.

Addressing

- Assigned an address to a property in the Town of Holland.
- Assigned an address to a property in the Town of Glenmore.

Local Community Assistance

- Created four maps for the Village of Allouez Bike and Pedestrian Plan.
- Created a map showing the East River Trail that identifies trail distance, public restrooms, parking lots, and public access points for the Village of Allouez.

Brown County Bike and Pedestrian Plan

- Geocoded the addresses from the survey results and created a shapefile point of the addresses.
- Updated Bicycle and Pedestrian accommodations for recommended roads using road characteristics (speed, Average Daily Traffic, rural/urban roads) as a guideline.
- Participated in meetings with individual community in Brown County to discuss bike and pedestrian planning issues and future projects in their community. Transportation Planner (Teaters) also presented and discussed results of the online bike and pedestrian survey with staff from each community.
 - Village of Ashwaubenon on 4-14-16
 - Village of Bellevue on 4-15-16
 - Village of Hobart on 4-19-16
 - Village of Howard on 4-20-16
 - Town of Ledgeview on 4-27-16
 - City of Green Bay on 4-27-16
 - Village of Allouez on 4-28-16
- Began updating existing and proposed pedestrian network for Brown County communities as we met with each community.
- Conducted an inventory to check if communities outside of the Metropolitan Planning Area have a sidewalk policy.

Performance Measures

- Continue to work on the Green Bay Metropolitan Area Transportation System Performance Measures report.

Social Media

- Posted TIP Amendment announcements on Facebook and Twitter.

Meetings

- Participated in MPO staff meetings every Monday morning as needed.
- Participated in PALS staff monthly meetings.

- Attended the Port of Green Bay 2016 Annual Port Symposium on 4-11-16.
- Participated in a webinar for System Performance of the NHS system on 4-26-16.

MINUTES
BROWN COUNTY REVOLVING LOAN FUND COMMITTEE
Wednesday, November 19, 2014
Northern Building
305 E. Walnut Street, Conference Room 391
Green Bay, WI 54301
11:00 a.m.

ROLL CALL:

Brent Miller		Ron Van Straten, Chair	<u>Exc</u>
Robert Patrickus	<u>X</u>	Chad Weininger	<u>X</u>
Charles Riley	<u>X</u>		

OTHERS PRESENT: Seaphes Miller and Lisa Harmann.

R. Patrickus called the meeting to order at 11:11 a.m.

ORDER OF BUSINESS:

1. Approval of the minutes of the October 8, 2014, meeting of the Brown County Revolving Loan Fund Committee.

A motion was made by C. Weininger, seconded by C. Riley, to approve the minutes as presented. Motion carried unanimously.

2. Pursuant to Wisconsin Statute 19.85(1)(e), the Brown County Revolving Loan Fund Committee will convene in Executive Session for the purpose of reviewing the updated loan application for Fusion Integrated Solutions, LLC.

At the completion of the closed session, the committee may reconvene in open session to report the results of the closed session.

A motion was made by C. Weininger, seconded by R. Patrickus, to convene in closed session pursuant to Wisconsin Statute 19.85(1)(e) for the purpose of reviewing the updated loan application for Fusion Integrated Solutions, LLC. Motion carried unanimously.

A motion was made by C. Weininger, seconded by C. Riley, to return to open session. Motion carried unanimously.

A motion was made by C. Riley, seconded by R. Patrickus, to approve the original loan request for \$200,000 and seek to perfect a purchase money security interest on specific equipment up to \$150,000 plus junior interest on other business assets as laid out in the loan application and as directed by the Revolving Loan Committee. Motion passed unanimously.

3. Pursuant to Wisconsin Statute 19.85(1)(e), the Brown County Revolving Loan Fund Committee will convene in Executive Session for the purpose of reviewing a request for loan subordination for an existing loan to Shining Stars Pre-School & Childcare Center, LLC.

At the completion of the closed session, the committee may reconvene in open session to report the results of the closed session.

A motion was made by C. Weininger, seconded by C. Riley, to convene in closed session pursuant to Wisconsin Statute 19.85(1)(e) for the purpose of reviewing the updated loan subordination for an existing loan to Shining Stars Pre-School & Childcare Center, LLC. Motion carried unanimously.

A motion was made by C. Weininger, seconded by C. Riley, to return to open session. Motion carried unanimously.

A motion was made by C. Riley, seconded by R. Patrickus, to provide subordination which will allow Community First Credit Union mortgage be increased to \$1,192,943.20 as requested. Subordination amount will carry over to the permanent financing by Community First Credit Union and Great Lakes Asset Corporation/SBA. Motion passed unanimously.

4. Other matters.

None.

5. Adjourn.

A motion was made by R. Patrickus, seconded by C. Riley, to adjourn. Motion carried unanimously. The meeting adjourned at 12:13 p.m.